

Security Information

~~CONFIDENTIAL~~

Executive Registry

3-3191

9 December 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Field Trip Recommendations

1. Following are the administrative problems which were called to my attention on my recent trip. DCI has directed that a report be made to me in writing with respect to the action taken on such of the recommendations as are approved and that to the extent that your office does not approve them the reasons be stated.

a. That we eliminate all shipment of household goods, but acquire furniture which we will own and supply to succeeding personnel at each station.

25X1C

b. That we abandon the practice of shipping personal automobiles. Part of the saving could be applied in increasing, where necessary, the number of [REDACTED] cars.

25X1A

c. That we not pay for drivers, except for the Senior Representatives in [REDACTED]

d. That we prepare a SECRET catalog of all special equipment available through TAD and make this available to each station chief.

e. That we concentrate on the development of a lighter and smaller agent radio and advise the station chief of the present status of such development.

f. That all our officers handling finances be bonded. I would recommend a blanket bond.

g. That it be made SOP that all administrative queries from the field shall be answered within forty-eight hours, even if only for acknowledgment.

25X1A

h. That we stop all further shipment of paramilitary equipment to [REDACTED]

25X1A

25X1A

i. That we authorize the conversion of part of the new buildings [REDACTED] as approved by the Staff Chief.

Document No.	001
No Change In Class.	<input type="checkbox"/>
Declassified	<input type="checkbox"/>
Class. Changed To:	TS S (C)
Auth:	HQ TS-2
Date:	1952
By:	015

Security Information

CONFIDENTIAL

25X1C

k. That Personnel Officers be instructed never to promise pay increases to officers after they arrive in the field or to give job descriptions except in the most general details to personnel going to the field, and that in each case such personnel be specifically informed that job duties will be determined by the Chief of Station.

l. That we re-examine the new system of pouch manifesto which causes considerable amount of extra work in the field.

25X1A

25X1C

o. That additional standby funds be provided in the Station which occasionally runs short.

25X1A

p. That the Air Manual requested by be obtained and that a check be made to see why the commo crew and photographer have not received the equipment which they have requested.

25X1C

q. That a revolving travel fund be lodged with the at to facilitate the prompt dispatch of technicians in the area. We now have to pay the claims of travel funds through the procedure.

25X1A

25X1A

25X1A

25X1C

s. That Finance approve the \$2,300.00 house allowance for and his per diem as claimed.

25X1A

2. I would appreciate being advised why lost her allowances and was forced to become a "local" employee when she married with approval and also being advised whether we ever give cost of living allowances

25X1A

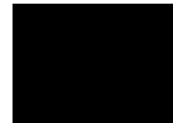
25X1C

CONFIDENTIAL

~~CONFIDENTIAL~~

25X1A

3. For your information, [REDACTED] was highly commended for his prompt and adequate handling of matters by one of the outstanding Finance Officers I met.



STUART HEDDEN
Inspector General

25X1A

~~CONFIDENTIAL~~